



EMPLOYMENT OPPORTUNITY

LIBRARIAN I/II

Recruitment Number: 05-123

Salary I Level: \$3,391.50-\$4,122.38 /Monthly

Salary II Level: \$3,730.65-\$4,543.63/Monthly

FILING DEADLINE: 5 PM, TUESDAY, MAY 31, 2005

POSITION SUMMARY

This position works under general supervision to perform professional librarian work in the City Library and to do related work as required. The Librarian I/II performs a variety of professional library work in the City Libraries including reference services, materials selection, children's and young adult services, readers' guidance, cataloging, computers and community programs, among others; assists the general public by responding to questions in person, over the telephone, and electronically; provides staff training and supervision as needed; and does related work as required. The Librarian II level performs the full range of professional library work in the above areas. The Librarian I/II can be filled at either level depending upon qualifications (promotion to the Librarian II is neither guaranteed nor automatic).

ESSENTIAL FUNCTIONS

Functions may include, but are not limited to, the following: **At the Librarian I level:** provide reference service and instruction to library guests of all ages using print, media, and computer resources; answer questions from the public in person, over the telephone and electronically; assist the public in making most effective use of library facilities of library facilities; ensure guests follow library policies and procedures; plan and deliver library programs for children, youth and adults; instruct guests on the use of the Internet, computer applications, and other library services; and resolve general complaints; deselect library materials based on condition, currency and relevance; note gap in collections and make recommendations; develop seasonal and topical displays throughout library; compile lists and bibliographies; review books and make recommendations for their purchase; stay abreast of new trends and innovations in the field of library science and services; resolve staffing emergencies and problems with the public's use of the library;(See actual job specification for further details).

At the Librarian II level: develop material resources in assigned subject areas using computer-generated reports, professional journals and bibliographies; develop statistical measurements, administer designated materials budget; deselect resources when appropriate; apply knowledge of professional established principles and practices of cataloging; schedule staff and designate daily assignments to have all public service desks covered; evaluate the impact of new and revised programs and procedures on departmental units; perform community outreach to promote and increase public participation and use of library services; speak to schools and community groups regarding library services and resources; develop and coordinate programs for the community; attend conferences of professional organizations and serve on committees; build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer services; and perform other related duties as assigned (See actual job specification for further details).

MINIMUM QUALIFICATIONS

Education, Training and Experience: Any combination of training and experience equivalent to: **Librarian I level:** (1) Masters Degree in Library Science from a college or university accredited by the American Library Association, OR (2) Bachelor's degree from an accredited college or university with a major course work in liberal studies, social science or a related field, supplemented by 9 semester or 12 quarter units of graduate library science education accredited by the American Library Association, and three years of paraprofessional library experience including one year of supervisory experience, or completion of a library technician program from a community college or 9 Continuing Education Units in library science, OR (3) Bachelor's degree from an accredited college or university with major course work in liberal studies, social science or a related field and two years paid paraprofessional experience in a library and current enrollment in an ALA accredited MLS program with 20% coursework completed, OR (4) Masters Degree in a subject and two years of paid paraprofessional experience in a Library.

Librarian II Level: (1) Masters Degree in Library Science from a college or university accredited by the American Library Association, and two years of paid professional library experience, OR (2) Bachelor's degree from an accredited college or university with major course work in liberal studies, social science or a related field, supplemented by 18 semester or 28 quarter units of graduate library science education accredited by the American Library Association, and four years of professional library experience (3) Bachelor's degree from an accredited college or university with major course work in liberal studies, social science or a related field and three years of paid professional library experience and current enrollment in an ALA accredited MLS Program with 40% coursework completed, OR (4) Masters in a subject and three years paid professional experience in a library.

Knowledge, Skills and Abilities: Librarian I level: knowledge of basic principles and practices of library services, organization, and procedures; basic research techniques using print, automated library systems, databases and the Internet; basic principles and practices of supervision; books, authors, and reference sources in a variety of subject areas; reference sources, cataloging techniques, and Dewey decimal system; pertinent Federal, State and local laws, codes and regulations, and City Library policies; basic budgeting and needs assessment techniques; computer equipment and software applications related to assignment; rules of English grammar and spelling. Ability to: learn and assess the needs of library guests; learn and use automated library systems, databases and Internet search tools; locate and evaluate sources of information on library materials; search, evaluate interpret and explain information; read, interpret, and apply bibliographic standards, narrative and statistical data, information and documents; read and interpret instructions, library rules, regulations and policies; may schedule staff and designate daily assignments to have all public service desks covered; may supervise, train and evaluate subordinates including volunteers and interns(See actual job specification for further details).

Librarian II level: knowledge of principles and practices of library services, organization and procedures; research techniques using print, automated library systems, databases and the Internet; principles and practices of training, supervision and evaluation; books, authors, and reference sources in a variety of subject areas; reference sources, cataloging techniques, and Dewey decimal system; pertinent Federal, State and local laws, codes and regulations, and City library policies; public relations and methods for promoting library services and programs; budgeting and needs assessment techniques, and statistical reporting; computer equipment and software applications related to assignment; rules of English grammar and spelling. Ability to: assess the needs of library guests and provide accurate reference information; supervise, train, schedule and evaluate assigned staff; read and interpret instructions, library rules, regulations and city policies; prioritize and coordinate several work activities; research, organize, and maintain accurate office files; use automated library systems, databases and Internet search tools; (See actual job specification for further details)

PHYSICAL DEMANDS

On a continuous basis, sit at desk, stand, walk for long periods of time. Intermittently twist and reach office equipment, and bend and stoop to reach and grasp books and materials off shelves and extend arms above the shoulder to reach materials and supplies. Use telephone, write or use keyboard to communicate through written means; lift up to 20 lbs. and push 50 lbs. cart. See in the normal vision range with or without correction to read typical business documents and computer screens; hear in the normal range with or without correction.

APPLICATION PROCESS

Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via standard US mail.

contributes 8% to the Public Employees Retirement System (PERS) for the employee. Positions that are represented by the Chula Vista Employees Association will have a 1.92% salary deduction that coincides with the Work Furlough Program. Employees will accrue up to 40 furlough hours between their hire date and June 30, 2005.

Human Resources • City of Chula Vista • 276 Fourth Avenue • Chula Vista, CA 91910 • (619) 691-5096
Hours: 8 AM – 5 PM Monday - Friday • www.ci.chula-vista.ca.us • Job Hotline: (619) 691-5095

Assigned Staff: Mary Thigpen, (619) 585-5663, mthigpen@ci.chula-vista.ca.us Published 05/17/05
An Equal Opportunity Employer

